

**TOP SECRET**

IDEALIST

**SAMPLE MESSAGE FORM #1**

**T O P S E C R E T**

25X1A

**TO: JSPC** [REDACTED]

**FROM: DIRECTOR**

**INFO: DIRNSA**

25X1A

**T O P S E C R E T.** [REDACTED]

**CITE OPCEN** \_\_\_\_\_

1. **TOP SECRET IDEALIST.**
2. **MISSION ALERT FOR (date of mission)**
3. **FOLLOWING COORDINATES INTENDED TRACK:**
  - A. **(coordinates)**
  - B. **(coordinates)**
  - C. **(coordinates)**
4. **ENTER HOSTILE TERRITORY (coordinates) AT (date/time)Z.**
5. **EXIT HOSTILE TERRITORY (coordinates) AT (date/time)Z.**
6. **MISSION NUMBER**

**END OF MESSAGE**

**TOP SECRET**

IDEALIST

SECRET

PROJECT HEADQUARTERS  
DIRECTIVE 50-155-1

OPERATIONS  
15 MAY 1965

PREPARATION OF OPERATIONS PLANS/ORDERS

(This Directive supersedes OSA Headquarters Notice 50-19  
dated 26 February 1965)

I. PURPOSE:

To establish a uniform procedure for the preparation of Operations Plans/Orders.

II. SCOPE:

This Directive is applicable to all Operations Plans/Orders published by this Headquarters.

III. PROCEDURES:

A. The sequence of actions to be followed in the preparation of Operations Plans/Orders is outlined in Attachment I. The Staff Offices involved in the preparation are listed in Attachment II. One representative from each Staff Office will be required on the working panel to be known as the "Operations Order Panel." Attachment III is a copy of the format to be used in the preparation of Operations Plans/Orders. All Annexes to Plans and Orders will be identified as they are in Attachment III; i.e., Operations - Annex A, Intelligence - Annex B, etc. The outline in the formats indicates the information normally required. Each panel member's final copy will utilize the applicable portions of the format and will be on regular message form ready for transmission.

B. The Operations Plan/Order Panel will be convened and directed by the Deputy for Field Activities.

C. Numbering System:

1. Operations Plans/Orders for the IDEALIST Division will be prefixed with the number one through forty-nine with a calendar year designation; i.e., 1-65 indicates the first IDEALIST Operations Plan/Order for 1965.

OXC 8552  
Page 1 of 2  
Copy 7 of 16

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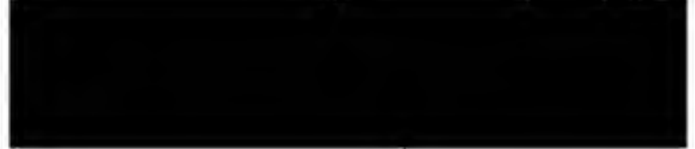
2. Operations Plans/Orders for the OXCART Division will be prefixed with the number fifty through ninety-nine with a calendar year designator; i.e., 50-65 indicates the first OXCART Operations Plan/Order for 1965.

3. Operations Plans/Orders prefixes will not use identical numbers. If a number has been utilized for either an Operations Plan or Order the next Plan or Order will utilize the next succeeding number.

IV. EFFECTIVE DATE:

This Directive will be effective 15 May 1965. Any Operations Plans/Orders in effect at that time need not be changed to conform to the format outlined in III. above.

25X1A



DISTRIBUTION:

- #1 - AD/OSA
- #2 - D/FA/OSA
- #3 - OXC/OSA
- #4 - IDEA/OSA
- #5 - SS/OSA
- #6 - D/TECH/OSA
- #7 - SD/OSA
- #8 - MD/OSA
- #9 - C&FE/OSA
- #10- D/FA/PLANS/OSA
- #11- ID/OSA
- #12- AUTO/OSA
- #13- CC/OSA
- #14- WS/OSA
- #15- RB/OSA

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Page 2 of 2  
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SEQUENCE OF ACTIONS

ATTACHMENT I

<u>ACTION</u>	<u>HOW</u>	<u>WHO</u>
1. Receipt of requirement		
2. Staff notification of requirement	Convene Operations Order Panel	Deputy for Field Activities, OSA
3. Direct Operations Order Panel		Deputy for Field Activities, OSA

Agenda

A. General review of requirement	Map Display	Deputy for Field Activities, OSA
B. Intelligence requirement		Appropriate staff Representative
C. Operations requirement		"
D. Security requirement		"
E. Cover requirement		"
F. Communications requirement		"
G. Materiel requirement		"
H. Development requirement		"
I. Weather requirement		"
J. Administration requirement		"
K. Automation requirement		"

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ATTACHMENT I  
(cont.)

- L. Establish suspense for completions
- |   |   |                   |
|---|---|-------------------|
| 4. Prepare drafts of Operations Order   | See Attachment III  | Each panel member |
| 5. Submit final typed copies to appropriate Divisions Chiefs on message forms | See Attachment III  | Each panel member |
| 6. Prepare basic Operations Order Assemble Annexes                            | IDEALIST or OXCART Division Chief will consolidate OSA staff's annexes into a final complete message. |                   |

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ATTACHMENT II

OPERATIONS ORDER PANEL

Chairman:	Designated by Deputy for Field Activities, OSA
Operations:	Project Division Chief
Intelligence:	(To be designated by each
Security:	Division Chief)
Communications:	
Logistics:	
Administration:	
Cover:	
Weather:	
Automation:	

ATTACHMENT III

F O R M A T

CONTINGENCY PLAN AND OPERATIONS ORDER

Codeword (Secret)  
Nickname (Unclassified)

Chart and map references.

I. General Situation:

- A. Enemy Forces
- B. Friendly Forces
- C. Participating Forces

II. Mission:

III. Execution:

- A. Concept of Operation
- B. Tasks of participating forces
- C. General instructions

IV. Operations:

See Annex A

V. Intelligence:

See Annex B

VI. Security:

See Annex C

VII. Communications:

See Annex D

VIII. Logistics:

See Annex E.

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- IX. Administration:  
See Annex F
- X. Cover  
See Annex G
- XI. Weather:  
See Annex H
- XII. Automation  
See Annex I



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ANNEX A

Operations

1. Normal Procedures
2. Emergency Procedures
3. Timing
4. Clearance
5. Radar Suppression
6. Planning
7. Take Handling
8. Inflight Refueling
9. Airlift
10. Abort Criteria
11. Briefing and Debriefing
12. Reports

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ANNEX B

Intelligence

1. AOB
2. ROB
3. SAM
4. Target Materials
5. E&E Data
6. Survival Data

Note:

A general intelligence summary of political and/or international conditions/situations, etc. which might be useful in keeping detachment commander abreast of current events as related to his mission.

Additionally, such information as required explaining pilot's cover story, etc.

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ANNEX C

Security

1. Clearances
2. Couriers
3. Special Restrictions
4. Enroute Stops
5. Staging Base
6. Security briefing for airlift crews
7. Names of contacts enroute and at staging base
  - A. Telephone numbers
  - B. Security officers at enroute and staging areas
  - C. Clearance and briefing status verified.
8. Documentation
9. Off base privileges
10. Radio

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ANNEX D

Communications

1. Airborne Electronic System
2. Ground Electronic System
3. Signal Center
4. Call Signs
5. Recall Procedures
6. Emergency Procedures

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ANNEX E

Logistics

1. POL
2. AGE
3. Service
4. Transportation
5. Power
6. Hangar Space
7. Housekeeping facilities

SECRET

ANNEX F

Administration

1. Orders
2. Travel
  - a. Passport and Visas
  - b. Photograph
3. Messing and Billeting
4. Personnel
5. Medical Care

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ANNEX G

Cover

1. Story
2. Maps and Equipment
3. Fall Back position(s)
4. Item of special emphasis

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ANNEX H

Weather

1. Support Units
2. Tasks
3. Timing
4. Reports

SECRET



ANNEX I

Automation

1. Systems
2. Timing

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PROJECT DIRECTIVE 45-1

Rescued  
16 Mar  
LOGIST

5 FEB 1962

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25X1A

FUEL REPORT (HBSJUSTICE-12)

1. Purpose: To establish a reporting procedure designed to keep Project Headquarters informed of the status of fuels at locations being utilized by this Project.

2. Reporting Activity: Detachment Headquarters

3. Transmission of Message: By cable

4. Classification: Secret

5. Precedence: Routine

6. Report Due Time: Reports will be submitted by the fifth of each month indicating status as of the last day of preceding month.

7. Submitted to: Project Headquarters, Attn: LOGS

8. Contents:

a. Name of base being reported.

b. As of date.

c. Amount PF-1 fuel on hand (to nearest 100 gallons).

d. Amount of PF-1 fuel consumed during reporting period.

e. Amount of JP-4 fuel consumed during reporting period.

f. Amount of 115/145 Avgas consumed during reporting period.

9. Sample Cable

25X1A

[REDACTED]

25X1A

ALFA : [REDACTED]

BRAVO : 31 JAN

CHARLIE: 180,000

~~SECRET~~

**SECRET**

9. (Cont'd)

DELTA : 55,000

ECHO : 20,000

FOXTROT: 10,000



25X1A

Distribution: B

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ILLEGIB

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Approved For Release 2001/07/24 : CIA-RDP33-02415A000700050024-2

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PROJECT DIRECTIVE 45-5  
AMENDMENT #1

LOGIST

16 AUG 1967

AIR TRANSPORTATION OF CORONA CARGO

1. Add the following to Appendix I:

	<u>CUSTOMER</u>	<u>CODE</u>	<u>LABELING</u>	<u>DESTINATION</u>	
25X1A	TQ	[REDACTED]	YELLOW OVER BLUE	[REDACTED]	25X1A

2. CHANGE CUSTOMER "O" DESTINATION TO:

25X1A

[REDACTED]

25X1A

[REDACTED]

DISTRIBUTION: E

**SECRET**

**SECRET**

25X1A

PROJECT DIRECTIVE 45-4  
AMENDMENT #1

LOGIST

16 AUG 1962

AIR TRANSPORTATION OF IDEALIST CARGO

Add the following to Appendix I:

<u>CUSTOMER</u>	<u>CODE</u>	<u>LABELING</u>	<u>DESTINATION</u>
-----------------	-------------	-----------------	--------------------

25X1A

TW

TX

TY

TZ

RED OVER BLUE

RED OVER BROWN

RED OVER GREEN

RED OVER YELLOW

25X1A

25X1A

DISTRIBUTION: C

**SECRET**

**SECRET**

*Rescind  
16 May 67*  
LOGISTICS

PROJECT DIRECTIVE 45-3

25X1A

5FE

OX CART

PREPARATION AND MAINTENANCE  
OF THE UNIT ALLOWANCE LIST (UAL)

1. PURPOSE: This directive establishes the policy and guidance for the preparation and maintenance of the Unit Allowance List (UAL) and changes and revisions thereto.

2. SCOPE: This directive is applicable to Project Headquarters, the Project Depot and to supported units.

3. RESPONSIBILITIES:

a. Project Headquarters

(1) Will have final approval authority on UAL items having a unit value in excess of \$1,000.00 and all communications equipment regardless of value.

(2) Prior to approval, ascertain that a valid requirement exists, fully justified by the requesting unit.

(3) Maintain a master UAL reflecting currency of authorizations.

(4) Effect timely distribution of completed action documents to the Project Depot for their record and for dissemination to supported units.

b. The Project Depot

(1) Will have approval authority on UAL items having a unit value up to \$1,000.00 except communications equipment.

(2) Forward UAL change requests to Project Headquarters on items having a unit value in excess of \$1,000.00.

(3) Prior to approval, assure a valid requirement exists. UAL requests from supported units must reflect detailed justification for the requirement.

(4) Publish and distribute revised UAL listings to Project Headquarters and supported units semi-annually.

**SECRET**

(5) Assure timely action on UAL requests. Effect distribution to Project Headquarters and concerned units on those items approved within Project Depot monetary approval authority.

(6) Publish and distribute Standard Operating Procedures (SOP) to supported units to establish the procedures for maintaining the UAL and for effecting changes and/or revisions thereto. Forward a copy of all pertinent SOP's to Project Headquarters.

c. Supported Units

(1) Will forward all UAL requests to and/or through the Project Depot for action.

(2) Assure accurate information and detailed justification is reflected on UAL change requests.

(3) Request only those items absolutely essential to the mission.

(4) Periodically review the UAL to eliminate excesses and assure appropriate changes are forwarded to the Project Depot on deleted items.

(5) Assure that all UAL authorized items are either on hand or on requisition.

(6) Post all transactions to the UAL work copy to reflect current authorizations.

4. DISPOSITION OF RECORDS

a. Upon publication of a new UAL, concerned activities will destroy the previously authorized UA. Records necessary to support the new UAL will be retained.

b. Disapproved change requests will be retained for two years, then disposed of in accordance with AFM 185-1.

25X1A



Distribution: B

**SECRET**



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DEVELOPMENT PROJECTS DIVISION  
DIRECTIVE NO. 45-3

LOGISTICS  
30 October 1961

*Rescind*  
*May 67*

AIR TRANSPORTATION OF CARGO

25X1A

RECISSION: Administrative Memorandum No. 50, dated 17 October 1960 and Administrative Memorandum No. 32-61, dated 18 July 1961.

I. PURPOSE

To establish procedures for the control, coordination, and scheduling of Project air cargo shipments via Headquarters assigned aircraft and/or special airlift from other resources.

II. SCOPE

This directive is applicable to all DPD Branches/Staffs, Project Depots, and contractors concerned with air cargo shipments in support of DPD Projects.

III. RESPONSIBILITIES

A. Headquarters

1. DPD Branches/Staffs will:

Coordinate all airlift requirements with the Materiel Staff and submit an Airlift Requirements form, Attachment 1, to the Control Center through the Materiel Staff.

2. Materiel Staff will:

- a. Coordinate all airlift requirements generated by the various branches/staffs, depots, and contractors.
- b. Establish shipment priorities.
- c. Provide the Control Center with requirements in order that necessary airlift may be arranged.
- d. Document all cargo originating at Headquarters and cargo in transshipment.

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- e. Furnish ground handling equipment and personnel for loading and off-loading of cargo at Headquarters and provide storage facilities for cargo between transshipments.

3. Control Center will:

- a. Schedule assigned aircraft and aircrews as required to meet airlift requirements of the Materiel Staff.
- b. Coordinate with Headquarters, USAF (AFCIG-5) on special airlift requirements and submit a Request for Airlift Support form, Attachment 2.
- c. Notify the Materiel Staff of all aircraft movement, particularly those originating and terminating at Headquarters to insure proper loading and off-loading of cargo.
- d. Notify the shipper and/or destination of aircraft movements, to include all necessary information, to insure effective air shipments. This notification provided through priority cable traffic or by telecon when message facilities are not available.
- e. Request security couriers for those shipments involving sensitive cargo.
- f. Prepare a Pilot's Schedule form, Attachment 3, for movements originating at Headquarters.

4. Security Branch will:

- a. Provide couriers to accompany all shipments in involving sensitive cargo.
- b. Brief couriers in coordination with the Materiel Staff and Control Center to insure couriers are informed on all aspects of the shipment.

B. Shippers

- 1. Notify Project Headquarters and/or Project Depots of airlift requirements as far in advance of actual shipment as possible.
- 2. Package all equipment and supplies and mark each package with weight, cube and designated consignee (per color code, Appendix I).

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3. Furnish ground handling equipment and personnel for loading and off-loading cargo at their facility.
4. Clearly mark on packages containing explosive materials, EXPLOSIVES and ICG class.
5. Furnish complete manifests for each shipment (Appendix II). Sufficient copies of each manifest will be accomplished to satisfy the following requirements:
  - a. Headquarters - 1 copy
  - b. Courier and/or pilot - 1 copy
  - c. Each consignee - 2 copies

C. Headquarters USAF

Provide special airlift support when requirements exceed the capabilities of Headquarters aircraft.

IV. PROCEDURES

A. Requesting Shipment

When cargo is ready for shipment the shipper possessing the cargo will notify Headquarters and/or Project Depots by cable traffic or by telecon when message facilities are not available that a shipment is ready for pickup. This message will include the following:

1. Number of pieces
2. Total weight
3. Total cube
4. Weight, cube, and dimensions of largest item
5. General description of cargo
6. Security classification of cargo
7. Names and phone numbers of cleared contacts (if required).
8. Date pickup desired
9. Date delivery desired (Movement priority will be determined from this date)

SECRET

10. Consignee

11. Special handling instructions (if required)

B. Scheduling Airlift Movements

1. Control Center will:

- a. Schedule assigned aircraft to accomplish cargo airlift on receipt of sufficient requirements or mandatory shipping dates from the Materiel Staff; or, if required, request special airlift support from Headquarters, USAF. Requests will be submitted to AFCIG-5 containing all information as outlined in Attachment 2.
- b. On receipt of confirmation of special airlift by AFCIG-5 or when Headquarters aircraft are scheduled, pass the following to the shipper:
  - (1) Aircraft type
  - (2) Tail number or call sign
  - (3) Name of aircraft commander
  - (4) ETA at shipping point
- c. Request a courier from the Security Branch when sensitive cargo is involved.
- d. Provide the Materiel Staff and consignee with the airlift schedule.

2. Materiel Staff will:

When Headquarters aircraft are scheduled, deliver cargo designated for shipment to the aircraft in sufficient time to meet scheduled departure.

3. Security Branch will:

Furnish couriers when requested for all sensitive cargo shipments. The courier will be responsible for checking the loading and off-loading of all cargo and, when Headquarters aircraft are involved, deliver all manifests to the Materiel Staff on completion of the shipment.






25X1A

4  
STANLEY W. BEERLI  
Colonel USAF

Acting Chief, OPD-ED/P



Attachments: (5) a/s h/w

S E C R E T

<u>CUSTOMER</u>	<u>CODE</u>	<u>LABELING</u>	<u>DESTINATION</u>	
A	ALFA	WHITE	CIA	
B	BRAVO	BLUE	AFCIN-3	
C	COCOA	BROWN	SAC	
D	DELTA	WHITE OVER GREEN	PRSD	
E	ECHO	WHITE OVER YELLOW	AFCIN-1	
F	FOX-TROT	WHITE OVER BROWN	GE	
G	GOLF	WHITE OVER RED	AFCIN-4	
H	HOTEL	BLUE OVER GREEN	U.S. ARMY	
I	INDIA	BLUE OVER YELLOW	USAF	
J	JULIETT	BLUE OVER BROWN	PACAF	
K	KILO	BLUE OVER RED	AFCRC	
L	LIMA	GREEN OVER YELLOW	ATIC	
M	MIKE	GREEN OVER BROWN		25X1A
N	NOVEMBER	GREEN OVER RED		
O	OSCAR	YELLOW OVER BROWN		
P	PAPA	YELLOW OVER RED		
Q	QUEBEC	BROWN OVER RED	EK	
R	ROMEO	BLUE OVER WHITE		25X1A
S	SIERRA	GREEN OVER WHITE	P-E	
T	TANGO - LETTER "T" TO BE USED FOR PREFIX LETTER <u>ONLY</u>			
U	UNIFORM	BROWN OVER WHITE		25X1A
V	VICTOR	RED OVER WHITE		
W	WHISKEY	GREEN OVER BLUE	AREA	
X	X-RAY	GREEN		25X1A
Y	YOKE	YELLOW	U.S. NAVY	
Z	ZULU	WHITE OVER BLUE		25X1A

S E C R E T

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<u>CUSTOMER</u>	<u>CODE</u>	<u>LABELING</u>	<u>DESTINATION</u>	
TA	TANGO ALFA	WHITE OVER BLACK	DET. H	
TB	TANGO BRAVO	WHITE OVER ORANGE	35RS	
TC	TANGO COCOA	WHITE OVER PURPLE		25X1A
TD	TANGO DELTA	BLUE OVER BLACK	DET. G	
TE	TANGO ECHO	BLUE OVER PURPLE	LAC	
TF	TANGO FOX-TROT	BLUE OVER ORANGE		25X1A
TG	TANGO GOLF	BROWN OVER BLUE		
TH	TANGO HOTEL	BROWN OVER YELLOW		
TI	TANGO INDIA	BROWN OVER GREEN		
TJ	TANGO JULIETT	BROWN OVER ORANGE		
TK	TANGO KILO	BROWN OVER PURPLE		
TL	TANGO LIMA	BROWN OVER BLACK		
TM	TANGO MIKE	GREEN OVER ORANGE		
TN	TANGO NOVEMBER	GREEN OVER PURPLE		
TO	TANGO OSCAR	GREEN OVER BLACK		
TP	TANGO PAPA	YELLOW OVER WHITE		
TQ	TANGO QUEBEC	YELLOW OVER BLUE		
TR	TANGO ROMEO	YELLOW OVER GREEN		
TS	TANGO SIERRA	YELLOW OVER ORANGE		
TT	TANGO TANGO - LETTER "T" TO BE USED FOR PREFIX LETTER <u>ONLY</u>			
TU	TANGO UNIFORM	YELLOW OVER PURPLE		
TV	TANGO VICTOR	YELLOW OVER BLACK		
TW	TANGO WHISKEY	RED OVER BLUE		
TX	TANGO X-RAY	RED OVER BROWN		
TY	TANGO YOKE	RED OVER GREEN		
TZ	TANGO ZULU	RED OVER YELLOW		

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S E C R E T

APPENDIX II

SAMPLE MANIFEST

Date:

FROM: Shipping address and person if required TO: Shipping address and person if required

FOR: Project and/or Code MOVE: Via Project Aircraft

SHIPMENT NO:

<u>TOTAL NO. PIECES</u>	<u>DESC. EACH ITEM</u>	<u>CLASS.</u>	<u>WEIGHT</u>	<u>CUBE</u>
18 Boxes	1 of 18	Secret	10#	10
	2 thru 18	Unclass.	10# ea.	10 ea.
TOTAL WEIGHT AND CUBE:			180#	180
Remarks and/or Special Instructions:				

Attachment 1

S E C R E T  
(When filled in)

SUBJECT: Air lift Requirements

TO : Control Center

1. No. of pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Total cube: \_\_\_\_\_
2. Number of passengers: \_\_\_\_\_ Weight of PAX baggage \_\_\_\_\_
3. Largest item: Dimensions \_\_\_\_\_ Weight \_\_\_\_\_  
(List complete cargo description on reverse)
4. Courier will be required to accompany airlift: Yes \_\_\_ No \_\_\_
5. Pick-up Instructions: (a) Landing Point: \_\_\_\_\_  
(b) Requested date: \_\_\_\_\_  
(c) Contact: \_\_\_\_\_ Alternate: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Home Ph: \_\_\_\_\_
6. Delivery Instructions: (a) Landing point: \_\_\_\_\_  
(b) Requested date: \_\_\_\_\_  
(c) Contact: \_\_\_\_\_ Alternate: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Home Ph: \_\_\_\_\_
7. The above airlift is in support of Project(s): \_\_\_\_\_
8. References:
9. Remarks:


S E C R E T



S E C R E T


Request # \_\_\_\_\_

SUBJECT: Request for Airlift Support

TO :   
HQS USAF, AFCIG-5  
Room 4E-1085  
Pentagon

25X1A

1. Number of pieces \_\_\_\_\_ Total weight \_\_\_\_\_ Total Cube \_\_\_\_\_
2. Largest item: Dimensions \_\_\_\_\_ Weight \_\_\_\_\_
3. Shipment to be accompanied by courier: Yes \_\_\_\_\_ No \_\_\_\_\_
4. Pick-up instructions:
  - (a) Place: \_\_\_\_\_
  - (b) Desired date: \_\_\_\_\_
  - (c) Organization: \_\_\_\_\_
  - (d) Contact: Name \_\_\_\_\_  
Phone \_\_\_\_\_
5. Delivery instructions:
  - (a) Place: \_\_\_\_\_
  - (b) Desired date: \_\_\_\_\_
  - (c) Contact: Name \_\_\_\_\_
  - (d) Phone \_\_\_\_\_
6. Remarks:

  
25X1A

Notification of completed action.

1. Airt type and number \_\_\_\_\_
2. Pilot \_\_\_\_\_
3. ETA at place of pick-up \_\_\_\_\_

S E C R E T

## PILOT'S SCHEDULE

AIRCRAFT TYPE AND NBR- \_\_\_\_\_ ETD \_\_\_\_\_ ETR \_\_\_\_\_

PW: PILOT \_\_\_\_\_ CO-PILOT \_\_\_\_\_

ENGINEER(S) \_\_\_\_\_ COURIER \_\_\_\_\_

## ITINERARY:

1. \_\_\_\_\_  
Pick-up Point \_\_\_\_\_ Contact \_\_\_\_\_ Office \_\_\_\_\_ Home \_\_\_\_\_

No. of Pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

No. of Pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

No. of Pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

No. of Pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

Total cargo Wt on Take-off \_\_\_\_\_ Total Cube \_\_\_\_\_

## REMARKS:

2. \_\_\_\_\_  
Delivery/Pick-up Point \_\_\_\_\_ Contact \_\_\_\_\_ Office \_\_\_\_\_ Home \_\_\_\_\_

DELIVERY: No. of pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_

## PICK-UP

No. of pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

No. of pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

No. of pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

Total cargo Wt on Take-off \_\_\_\_\_ Total Cube \_\_\_\_\_

## REMARKS:

3. \_\_\_\_\_  
Delivery/Pick-up Point \_\_\_\_\_ Contact \_\_\_\_\_ Office \_\_\_\_\_ Home \_\_\_\_\_

DELIVERY: No. of pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_

## PICK-UP

No. of pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

No. of pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

No. of pieces \_\_\_\_\_ Wt \_\_\_\_\_ Cu \_\_\_\_\_ Destination \_\_\_\_\_

Total cargo Wt on Take-off \_\_\_\_\_ Total Cube \_\_\_\_\_

## REMARKS:

4. Delivery/Pick-up Point Contact Office Home

DELIVERY: No. of pieces Wt Cu

Pick-UP  
No. of pieces Wt Cu Destination

No. of pieces Wt Cu Destination

No. of pieces Wt Cu Destination

Total cargo Wt on Take-off Total Cube

REMARKS:

5. Delivery/Pick-up Point Contact Office Home

DELIVERY: No. of pieces Wt Cu

PICK-UP:  
No. of pieces Wt Cu Destination

No. of pieces Wt Cu Destination

No. of pieces Wt Cu Destination

Total cargo Wt on Take-off Total Cube

REMARKS:

DISPOSITION OF CARGO ARRIVING FOLLOWING:

No. of pieces Wt Cu To

No. of pieces Wt Cu To

No. of pieces Wt Cu To

INSTRUCTIONS:

25X1A A. Prior departing each stop Pilot will call next stop with Min ETA. Hqs will notify first stop after departing following. Any difficulty encountered in making these notices, notify Hqs [REDACTED] (50XX) and UP. will be furnished next stop for pilot. All calls to Hqs may be collect.

25X1A B. The following support has been requested for this flight. Number of men for off-loading   , Pack-lift Yes/No   . Prior departing last stop enroute to Beijing call Hqs (Dist [REDACTED] 509) with Min ETA to insure off-loading support assets enroute to arrival Beijing.

[illegible]

SECRET  
(When filled in)

SECRET

PROPERTY ACCOUNTING PROCEDURES 45-2

LOGISTICS  
13 SEP 1961

PROPERTY ACCOUNTING PROCEDURES

25X1A

1. PURPOSE

To establish procedures to be followed in accounting for property furnished the U.S. Government by Contractors affiliated with Project OXCARE.

2. SCOPE

This Directive is related only to matters pertaining to those transactions between contractors and the United States Government which involve tangible property.

3. APPLICATION

Procedures outlined herein will be rigidly adhered to by all duly authorized representatives of the U.S. Government and the contractors concerned. Deviations from the procedures outlined herein must be approved by the Director of Materiel, Project Headquarters.

4. DEFINITIONS

a. Property: Property is defined as material or manufactured items delivered to the Project for which contractors expect payment.

b. Project Depot: (EW-1) The Supply Depot located on [REDACTED]

25X1A

25X1A

c. Depot Supply Officer: Officer in charge of Project Depot.

d. Base Supply Officer: The officer in charge of Base Supply at [REDACTED]

25X1A

5. RESPONSIBILITIES

The following individuals and their delegated representatives are charged with responsibilities as indicated:

a. Director of Materiel (Project Headquarters): Implementation of this directive and over-all supervision of its fulfillment.

b. Contracting Officer (Project Headquarters): Coordination with the Director of Materiel on all contractual matters involving this directive.

c. Contractors: Implementation of this directive within own organizations.

SECRET

d. Depot Supply Officer (Project Depot):

- (1) Establishment and maintenance of accountable supply records for all U.S. Government property belonging to this Project.
- (2) Technical supervision of the Base Supply [REDACTED] at the [REDACTED]
- (3) Receipt, storage and issue of property.
- (4) Establishment of stock controls which insures timely support of the Project.
- (5) Monitor deliveries and verify fulfillment of contractual obligations involving property.

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25X1A

e. Base Supply Officer:

- (1) Establishment and maintenance of accountable supply records.
- (2) Receipt, storage and issue of all property delivered to [REDACTED]

25X1A

6. PROCEDURES

- a. Procedures will generally conform to those contained in Air Force Manual 67-1 and other applicable Air Force directives. Deviations are made only when necessitated by security requirements or other Project peculiarities. Supplemental operating procedures covering peculiar handling requirements will be established jointly between individual contractors and the Depot Supply Officer.
- b. Contractors will accomplish all deliveries of property to the Project by utilizing a shipping document which reflects movement of property from contract facility to Project Depot. Actual delivery of property will be accomplished in accordance with instructions issued by the Depot Supply Officer. Consummation of such transactions will be acknowledged by signature of the Depot Supply Officer, or his authorized representative, on the shipping document.
- c. All project property being delivered to [REDACTED] will be receipted for by the Base Supply Officer on the shipping document.
- d. Receipted copies of all shipping documents will be returned to the consignor by the consignee when property moves either from contractor to the project or from the project to the contractor.
- e. Contractors will maintain a file of their receipted shipping documents, in numerical sequence, as evidence of delivery of contract items.
- f. Contractors will furnish contracting officer with copies of their receipted shipping documents as attached [REDACTED]

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25X1A

Project DIRECTIVE NO. 45-2

Distribution:

25X1A	2 -	[REDACTED]
25X1A	2 -	[REDACTED] (E-K, Rochester)
25X1A	2 -	[REDACTED] (P-E, Norwalk)
25X1A	4 -	[REDACTED]
25X1A	2 -	[REDACTED]
25X1A	2 -	[REDACTED] (LAC)
25X1A	2 -	[REDACTED] (EGG, Las Vegas)
25X1A	2 -	[REDACTED] (Firewel, Buffalo)
25X1A	2 -	[REDACTED]
25X1A	2 -	[REDACTED]
25X1A	2 -	[REDACTED]
25X1A	2 -	[REDACTED] (P-W, West Palm Beach)
25X1A	2 -	[REDACTED] (P-W, East Hartford)
25X1A	2 -	[REDACTED] (Westinghouse, [REDACTED])

DPD Headquarters Distribution:

- 1 - AC/DPD
- 1 - Asst Ch/DPD
- 1 - Admin/DPD
- 1 - C/DB/DPD
- 1 - DB/DPD
- 3 - Materiel/DPD
- 1 - SPB/DPD
- 1 - EO/DPD
- 1 - Secur/DPD
- 1 - Commo/DPD
- 1 - Contracts/DPD
- 1 - AMS/DPD
- 1 - RI/DPD

DEVELOPMENT PROJECTS DIVISION  
DIRECTIVE NO. 45-1

LOGISTICS  
11 September 1961  
25X1A

POLICY

1. GENERAL

The DP Division activities require periodic visits by staff members to independent contractors who supply equipment and services required to fulfill the Division objectives. Henceforth, all visits to contractors which will entail negotiations and subsequent performance shall be carried out in compliance with the prescribed policy measures and provisions as outlined below.

2. PURPOSE

This directive prescribes the procedures for providing for more direct, timely and current flow of accurate information between the contractor and DPD staff elements and to eliminate confusion on the part of the contractor for supplies and services to be furnished.

3. PROCEDURES

- a. All staff visits to contractors will be fully coordinated prior to the DPD representative's departure. This will be accomplished by including in the individual's Travel Request the contractors to be visited, including dates, and routed to the Travel Branch through the Executive Officer.
- b. Subsequent to the conclusion of discussions and negotiations for which the trip was made and prior to departure of the DPD representative, a brief paper will be prepared outlining the joint position of DPD and the contractor. In those instances where agreements have been reached involving contract changes or scope, or changes in contract prices, the contractor will take no action wherein expense is incurred without written authority from the contracting officer. Additional obligations will not be incurred by the contracting officer without coordination with the appropriate staffs concerned.
- c. In the event the problem does not appear to fall within the scope of the above activities, the Executive Officer should be contacted.

4. RESPONSIBILITIES

- a. DPD representatives are responsible for:
  - (1) Advising the contractor names and personnel scheduled to visit the contractor and facilities.
  - (2) Advising contractor the purposes and scope of the visit.



S E C R E T


DEVELOPMENT PROJECTS DIVISION  
DIRECTIVE NO. 45-1

LOGISTICS

b. Contractors, when contacting DPD will be responsible for:

- (1) Calling the contracting officer on all contractual administrative matters.
- (2) Calling the Materiel Staff office on all materiel matters, i.e.:
  - (a) Product improvement
  - (b) Provisioning
  - (c) Maintenance and Operations (Policy) (Normal contact DPD depot)
  - (d) Purchase of additional components and spare parts
  - (e) GFE requirements (Policy) (Normal contact DPD depot)
  - (f) Construction, maintenance and/or repair of facilities which are Government furnished, contact the Materiel Staff.
- (3) On all matters pertaining to research and development contacting the office primarily concerned.

25X1A



JAMES A. CUNNINGHAM, JR.  
Acting Chief, DPD-DI/P

S E C R E T

PROJECT DIRECTIVE NO. 45-1

DISTRIBUTION:

25X1A	1 - Baird Atomic Co., Cambridge, Mass.
	1 - [REDACTED]
	1 - Eastman-Kodak, Co., Rochester, N.Y.
25X1A	1 - [REDACTED]
	1 - [REDACTED]
	1 - [REDACTED]
	1 - General Precision Labs, Pleasantville, N.Y.
25X1A	1 - Hycon Corp. Pasadena, Calif.
	1 - [REDACTED]
	1 - Lockheed Aircraft Corp., Burbank, Calif.
25X1A	1 - Lovelace Foundation, Albuquerque, N.M.
	1 - [REDACTED]
	1 - [REDACTED]
25X1A	1 - Perkin-Elmer Corp., Norwalk, Conn.
	1 - [REDACTED]
	1 - [REDACTED]
	1 - The Firewel Co., Buffalo, N.Y.
	1 - United Aircraft Corp.
	Pratt & Whitney Div., East Hartford, Conn. & L.A., Calif.
	* West Palm Beach
	1 - Westinghouse Electric Corp., Baltimore, Md.

**SECRET**

25X1A

*Rescind 67*PROJECT DIRECTIVE  
NUMBER 45-1

LOGISTICS

8 OCT 1967

(5)  
10-  
20-0GENERAL

1. PURPOSE: The project directives herein provide guidance and establish policy with regard to materiel procedures. Where appropriate, standard Air Force procedures will be used. In some instances, a departure from Air Force procedures will be necessary to provide for peculiar mission requirements and afford essential security. The peculiarity of the logistical support mission of detachments will often dictate as indicated in the directive, the occasion for development of special procedures. The procedures herein rescind all previous directives and instructions issued from Project Headquarters.

2. RESPONSIBILITY: The responsibility for insuring compliance with all project directives will be vested in Detachment Commanders.

3. AMENDMENTS:

a. Amendments will be published and distributed by Project Headquarters when deemed necessary.

b. Recommendations for improvement, additional data to be included, or changes in procedures are encouraged from all activities and will be submitted to Project Headquarters for review, approval, publication and distribution.

4. DISTRIBUTION: Distribution of project directives and amendments thereto as applicable will be as follows:

- |                    |          |
|--------------------|----------|
| a. Each Detachment | 4 copies |
| b. Contractors     | 1 copy   |
| c. Project Depot   | 4 copies |

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Distribution: B

**SECRET**